

## HUMAN RESOURCES OFFICE - CALIFORNIA NATIONAL GUARD TECHNICIAN VACANCY ANNOUNCEMENT

**VACANCY ANNOUNCEMENT #**

09-595

**OPEN PERIOD:**

12/1/2009 – 12/15/2009

**JOB TITLE:**Telecommunications  
Specialist (2 Positions)**PAY GRADE AND SERIES:**

GS-0391-09/11

**PAY RANGE:**

\$49,765 - \$78,269

**POSITION LOCATION:**

Sacramento, CA.

**APPOINTMENT TYPE: INDEFINITE - DUAL STATUS****PDCN #:** 90011000**Security Clearance Required:**

Secret

**AREA OF CONSIDERATION:** CURRENT CALIFORNIA NATIONAL  
GUARD MEMBERS/TECHNICIAN

Military grade of E-4 through E-8.

**Compatible Military Grade Assignment:** MOS 25B/Y.**Key Requirements:** Must complete Security + and A+ training  
and certification within 6-months of hire date.**THIS IS AN INDEFINITE POSITION***Selectee may be non-competitively converted to permanent status if/when funding becomes available*

This position is located in an information management organization. Its purpose is to manage the frequency spectrum, radio, secure communications, and communications security (COMSEC) programs of the state National Guard.

**Recruitment/Relocation Incentive/Advance in Hiring Rate Based on Superior Qualification IS NOT authorized.**

**PAYMENT OF PERMANENT CHANGE OF STATION (PCS):** Payment of Permanent Change of Station (PCS) MAY BE authorized, subject to provisions of the Joint Travel Regulations and an agency determination that a PCS move is in the Government's interest

**SUBJECT to NIGHT and/or ROTATING SHIFTS.**

**Position Requires Travel:** Frequent, more than 5 days per month.

**QUALIFICATIONS and EVALUATION:**

**General:** Experience, education, and/or training which demonstrates ability to understand, evaluate, and translate the needs of communications users into requirements: relate user requirements to existing technology, policies, priorities, costs and funding, and other supporting services required; identify and direct, or coordinate the actions required to provide needed services.

**Telecommunications Specialist GS-0391-09 (Trainee):** Must have 24 months of specialized experience that required the applicant to determine work steps and methods in the area of communications; experience that demonstrates a combination of specialized communications knowledge and management abilities; experience which provided applicant with the ability to review training programs to assure that they meet local requirements, enhance awareness of state-of-the-art and future technology; experience presenting information to groups of individuals combined with knowledge of information systems; any type of work that demonstrates ability to work effectively with people of varied backgrounds in interests and skill in identifying and resolving conflicting views; any type of work where applicant was responsible for assuring that work was accomplished by several different individuals working independently; any experience where applicant was responsible for safeguarding and accounting for classified documents; any experience where applicant utilized regulations governing communications security; any type of work that provided knowledge of the requirement for the physical protection of classified material, equipment, lines, messages and coding instructions.

**Telecommunications Specialist GS-0391-11:** Must have 36 months of specialized experience that reflects management responsibility and independence of actions; experience that required the use of judgment in weighing requirements against capabilities and resources and in correlating varied technical and administrative considerations in

the most efficient means of providing required information services; experience that demonstrates a combination of specialized communications knowledge and management abilities; experience which provided applicant with the ability to review training programs to assure that they meet local requirements, enhance awareness of state-of-the-art and future technology; experience in evaluating data and translating into information systems mission needs; experience in staff planning and management work to correlate technical conclusions; experience presenting information to groups of individuals combined with knowledge of information systems; any type of work that demonstrates ability to work effectively with people of varied backgrounds and interests and skill in identifying and resolving conflicting views; any type of work where applicant was responsible for assuring that work was accomplished by several different individuals working independently; any experience where applicant was responsible for safeguarding and accounting for classified documents; any experience where applicant utilized regulations governing communications security; any type of work that provided knowledge of the requirement for the physical protection of classified material, equipment, lines, messages and coding instructions; experience in identifying funding problems, monitoring expenditures of funds, and submitting budgets.

**TRAINEE POSITION:** Applicants not meeting full qualifications for the GS-11 position indicated above may be considered for GS-09 trainee, if qualified. Statement-of-Difference of qualification requirements for each are indicated. If appointed as trainee, the selectee may be non-competitively promoted to GS-11 upon meeting full qualifications and recommendations of supervisor.

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**KNOWLEDGES, SKILLS, AND ABILITIES:** The following knowledge's, skills, and abilities will be used by the selecting officials to determine the best qualified applicants from which selection will be made:

1. Ability to establish procedures for effective and efficient use of information systems resources.
2. Ability to develop, recommend, and implement policies and plans.
3. Ability to review program for the development, expansion or modification of information services.
4. Knowledge of information systems policies, standards, program and project management procedures.
5. Ability to evaluate adequacy of training programs.
6. Ability to review information systems operations and maintenance data, evaluate systems and project future requirements.
7. Ability to evaluate activities to determine effectiveness and recommend actions to improve quality and efficiency of services.
8. Ability to provide advice on the status and capabilities of information systems.
9. Ability to coordinate with various activities to insure timely availability of material, equipment, and support requirements.
10. Ability to schedule and coordinate the actions required to install, staff, and maintain customer support and information systems services.
11. Knowledge of standard procedures governing inventory, receipt, transfer, issuance, destruction and shipment of COMSEC materials.
12. Knowledge of required security accountability, records, and reports.
13. Ability to control and monitor the secure communications facility operation.
14. Ability to evaluate the needs of users and apply monetary values to those requirements.

**SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE:** A maximum of 12 months of the required experience may be substituted by successful completion of undergraduate study in an accredited college or university at the rate of 30 semester hours for 12 months experience. The education must have been in related fields or a discipline directly related to the specification involved in the career pattern of the position to be filled.

**COPIES OF TRANSCRIPTS ARE REQUIRED FOR EDUCATION TO BE CREDITABLE**

**CREDITING NATIONAL GUARD EXPERIENCE: NATIONAL GUARD SERVICE MAY BE CREDITED AS FULL-TIME EXPERIENCE WHEN EVALUATED AGAINST THE QUALIFICATION REQUIREMENTS FOR A MILITARY TECHNICIAN POSITION. EXPERIENCE MUST BE DIRECTLY RELATED TO THE POSITION AND MUST BE DESCRIBED IN THE WORK EXPERIENCE SECTION OF THE APPLICATION. THE LEVEL OF EXPERIENCE WILL BE DETERMINED BY THE ACTUAL DUTIES AND RESPONSIBILITIES PERFORMED.**

**CONDITIONS OF EMPLOYMENT:**

- Must qualify for appropriate level of security clearance required for the position.
- Must maintain a compatible military unit, grade, and job assignment within the CA National Guard and wear appropriate military required grooming standards.

**HOW TO APPLY:**

1. Submit an Optional Form (OF) 612, Optional Application for Federal Employment or a current resume.
2. Attach any required documents (see Required Documents below).
3. Submit application package to the California National Guard – HRO Office via email at

[NGCAHRJOBSTECH@CA.NGB.ARMY.MIL](mailto:NGCAHRJOBSTECH@CA.NGB.ARMY.MIL)

**REQUIRED DOCUMENTS (Application Packet):**

- OF 612, Optional Application for Federal Employment or current resume (mandatory)
- Transcripts, [if applicable](#)
- Miscellaneous Items ( i.e., Flight Records, Bar Certification), [if applicable](#)
- SF-50/DD214 (Current or Former Competitive Employees, VEOA Eligible), [if applicable](#)
- SF 181, Ethnicity and Race Identification Form (optional)

**APPLICATION FORMS ARE AVAILABLE AT THE HUMAN RESOURCES OFFICE WEBSITE**

[www.calguard.ca.gov/cahr](http://www.calguard.ca.gov/cahr) and at [www.opm.gov/forms/](http://www.opm.gov/forms/) .

**APPLICATIONS ARE ACCEPTED VIA EMAIL ONLY TO: [NGCAHRJOBSTECH@CA.NGB.ARMY.MIL](mailto:NGCAHRJOBSTECH@CA.NGB.ARMY.MIL)**

**The Human Resources Office will not accept applications via fax or mail without prior consideration from HRO Staffing. Resumes and Applications (OF 612) must include a valid return email address.**

Upon receipt, the Human Resource Office will review your application packet to determine if it meets the minimum Qualifications Requirements and the Area of consideration. The rating you receive is based on your application and supporting documents that you provide. Please follow all instructions carefully. **Applications or resumes without a current return email will not be considered.** Errors or insufficient information may affect your rating.

**ALL APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE (HRO) BY Midnight (Pacific Time) BY THE CLOSING DATE INDICATED ABOVE.**

**VETERANS PREFERENCE DOES NOT APPLY.**

**All California National Guard Technician Vacancy Announcements can be found on our job website. Questions about announcements or how to apply may be directed to HRO Staffing at (916) 854-3350 or via email to**

[NGCAHRJOBSTECH@CA.NGB.ARMY.MIL](mailto:NGCAHRJOBSTECH@CA.NGB.ARMY.MIL)

**THE CALIFORNIA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER**